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9 August 1951

MEMORANDUM FOR: Assistant Director of Training

FROM :

[REDACTED]

SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

1. To organize a "Beginner's Course in Russian" in a "Program for Training of CIA Personnel".
2. To present the course in order to give CIA student personnel a fundamental knowledge of Russian so that they will be able to speak, read, write and understand the language commonly in use.

b. Major Functions:

To act as an instructor of the Russian language or in any other capacity in the "Program of Training for CIA Personnel".

c. Current Major Tasks:

1. To familiarize myself with the organization and functions of the various offices of CIA.
2. To read and analyze the Russian Texts presently in use at [REDACTED]
3. To coordinate my activities with [REDACTED] consultant to CIA, and the Director of Training.

d. Personnel Support:

None.

e. Major Tasks Completed:

1. Security Clearance by Inspection and Security Office.
2. Attended three-hour orientation lecture on Security.
3. Auditing the "Orientation and Indoctrination Course, CIA"

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h. Reading the Program for the Establishment of a
Career Corps in CIA.

f. Near Future Major Tasks:

To accomplish mission described under a, and functions
described under b.

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